

Payroll Planning Calendar		November 2022 Centralized+ & Decentralized Departments			College of Letters & Science	
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Lump Sum Payment Workflow for 11A / 2022 Complete by 12 p.m.	2	3 11A / 2022 1st Batch Prelim Calc & Absence Load	4 11A / 2022 1st Payroll Edit Report Available	5
6	7 <b>Communicate All 11A / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	8 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 11A / 2022 by 4 p.m.	9 Enter Valid Funding by 9 a.m.  Approve All Hours Worked in 11A / 2022 by 9 a.m.  11A / 2022 * Final Calc * Confirmation Deadline in p.m.	10	11 JEMS Entries (New Jobs or Changes on Positions) for 11B / 2022 Due by 12 p.m.	12
13	14	15 Lump Sum Payment Workflow for 11B / 2022 Complete by 12 p.m.	16	17 11B / 2022 1st Batch Prelim Calc & Absence Load	18 11B / 2022 1st Payroll Edit Report Available	19
20	21 <b>Communicate All 11B / 2022 Discrepancies To L&amp;S Payroll by 12 p.m.</b>	22 Resolve Duplicate Time and Clear TL Exception by 4 p.m.  Approve Hours Worked and All Absence Used in 11B / 2022 by 4 p.m.	23 Enter Valid Funding by 9 a.m.  Approve All Hours Worked in 11B / 2022 by 9 a.m.  11B / 2022 * Final Calc * Confirmation Deadline in p.m.	24 Thanksgiving Day L&S HR/Payroll Office Close	25 JEMS Entries (New Jobs or Changes on Positions) for 12A / 2022 Due by 12 p.m.	26
27	28	29 Lump Sum Payment Workflow for 12A / 2022 Complete by 12 p.m.	30	1 12A / 2022 1st Batch Prelim Calc & Absence Load	2 12A / 2022 1st Payroll Edit Report Available	3

**\*\*\*Deadlines are subject to change\*\*\***

**Deliver All Payroll Information to the Appropriate L&S Payroll Representative (<https://kb.wisc.edu/lis/60443>)**